

Minutes of Meeting  
Grafton Planning Board  
October 26, 2015

RECEIVED TOWN CLERK  
GRAFTON, MA  
2015 NOV 24 PM 1 28

A regular meeting of the Grafton Planning Board was held on October 26, 2015 in Conference Room A at the Grafton Municipal Center, 30 Providence Road, Grafton, MA. Present for the meeting were Chairman Sargon Hanna, Vice-Chair Michael Scully, Clerk Robert Hassinger, David Robbins, and Linda Hassinger. Staff present was Town Planner Joseph Laydon and Assistant Planner Ann Morgan and Office Manager Nicole Larson.

Chairman Hanna called the meeting to order at 7:00 p.m.

**1: PUBLIC INPUT**

No public input at this time.

**ACTION ITEM 2A: DRAFT DECISION: SP 2015-11 – HOMEFIELD CREDIT UNION – 86 WORCESTER STREET – SIGN RELIEF**

The Board noted a few typos and edits along with suggestions for the Findings pertaining to the banners in order to explain the decision more clearly. The Board further discussed the language with implicates the site location of the entrance as a high accident source.

**MOTION** by Mr. Robbins, **SECOND** by Mrs. Hassinger, to find favorably F1-F32 with edits as discussed.

At that time, the Board discussed the concept of branding in reference to entrance and exit signs, as the bylaw states. Members expressed their preference to keep logos off entrance and exits signs. Members also discussed the applicants request for a second wall sign, on the south facing surface of the building, in reference to the relevance of necessity as presented by the application. With varying opinions on the approval of the south-facing sign as well as the size and depiction of the Drive-up signs proposed, the board determined that more deliberation was needed in order to make a decision on this application.

Mr. Robbins and Mrs. Hassinger withdrew the previous motion to find favorably F1-F32 with edits discuss.

**ACTION ITEM 2B: RELEASE OF FINAL SECURITY – “BRIGHAM HILL” SUBDIVISION**

**MOTION** by Mr. Hassinger, **SECOND** by Mr. Robbins, to release the final security for “Brigham Hill” Subdivision. **MOTION** carried unanimously 5 to 0.

**PUBLIC HEARING 10B: (7:30 P.M.): MAJOR RESIDENTIAL SPECIAL PERMIT (MRSP 2014-10) – “VILLAGE AT INSTITUTE ROAD” SUBDIVISION – D. & F. AFONSO BUILDERS – OFF WESTBORO ROAD**

Mr. Laydon instructed the Board on the time line of the Division of Capital Assessment Management and Maintenance, due to which, the applicant had requested a continuation of the public hearing.

Mr. Hassinger also requested that more information on the vertical slope of the area near the vernal pool be received by the applicant from the Conservation Commission.

**MOTION** by Mr. Robbins, **SECOND** by Mr. Scully, to continue the hearing to November 9, 2015.  
**MOTION** carried unanimously 5 to 0.

**PUBLIC HEARING 10D: (7:30 P.M.) REOPENING OF HEARING FOR DEFINITIVE PLAN APPROVAL (2015-5) – “GRISTMILL VILLAGE” SUBDIVISION – CASA BUILDERS AND DEVELOPERS CORP.**

Mr. Laydon gave a brief overview of the reasoning for the reopening of the public hearing and informed the public that the Board is awaiting documentation from the Applicant. The Board also discussed the anticipated absence of Chairman Hanna’s on November 9, 2015.

**MOTION** by Mr. Robbins, **SECOND** by Mrs. Hassinger, to accept the applicant’s written request to continue the public hearing to November 23, 2015. **MOTION** carried unanimously 5 to 0.

**ACTION ITEM 2D: LOT RELEASE: “HIGHFIELDS OF GRAFTON” SUBDIVISION – PORTION OF MAGIL DRIVE, FOX POINT TRAIL**

Present for the action item was John Magill of Magill Associates. Mr. Laydon gave a review of the documents the Board currently has in its possession: a copy of the revised restrictive covenant recorded with the Registry of Deeds, the approved lot release, and a copy of the revised bond from the last Board meeting. Mr. Magill presented Joseph Laydon, the Town Planner, with the actual bond for notarization. Following the meeting, the Bond was notarized and the Applicant was instructed to pick up a copy of the document for submission to the Registry of Deeds.

**MOTION** by Mr. Hassinger, **SECOND** by Mr. Robbins, to release the lot as discussed. **MOTION** carried unanimously 5 to 0.

**PUBLIC HEARING 10A: (7:30 P.M.) SPECIAL PERMIT AND SITE PLAN APPROVAL FOR SOLAR FACILITY (2015-13) – CEC SOLAR #1056 LLC – 207 PROVIDENCE ROAD**

Mr. Riccio of Field Engineering, and Jay Merto and Greg Carey of CEC Solar were present for the hearing. Mr. Riccio stated that he had received the peer review from Graves Engineering earlier in the day acknowledging that all storm water needs were met. The following minor changes to the plan were made after the Board’s site walk of the property:

- Additional trees on the Northeastern side of the site for better screening
- Fencing would get dark vinyl coating along the norther side of the site
- Horizontal cross bars for the fence will be removed
- Design was slightly revised the 2 storm water basins due to findings of the storm water test pits dug with Jeff Walsh of Graves Engineering

The Board also discussed the net metering cap and how this project would affect this project. The applicant is confident that a net metering reservation would be obtainable within a year of permitting. The Board and applicant discussed screening at length and Chairman Hanna explained to the applicant that the screening is a very important aspect for them as well as for the

abutters of the property. Mr. Scully also asked the applicant for a review of the fire access for the site. The applicant confirmed that there is a gate at the rear of the entrance with a turnaround clearance at the end of the access road.

**MOTION** by Mr. Hassinger, **SECOND** by Mrs. Hassinger, to close the Public Hearing and instructing staff to draft decision based on their discussion. **MOTION** carried unanimously 5 to 0.

**PUBLIC HEARING 10C: (7:30 P.M.) MODIFICATION OF A DEFINITIVE PLAN (SP 2005-2.3) – “BROOKMEADOW VILLAGE” SUBDIVISION – BROOKMEADOW VILLAGE, LLC – OFF BROOKMEADOW LANE**

Mr. Gamache was present for the hearing to represent the applicant. Mr. Gamache confirmed that the final coat of pavement was put down on Taft Mill Road and Brookmeadow Lane and are not constructed entirely and As-built plans are being completed. Staff confirmed that an extension would offer one year beyond the deadline date.

**MOTION** by Mr. Hassinger, **SECOND** by Mr. Robbins, to Close the Public Hearing. **MOTION** carried unanimously 5 to 0.

**MOTION** by Mr. Hassinger, **SECOND** by Mr. Robbins, to grant the applicant a one year extension. **MOTION** carried unanimously 5 to 0.

**ACTION ITEM 2C: RELEASE OF FINAL SECURITY – “OAKMONT FARMS” SUBDIVISION**

**MOTION** by Mr. Robbins, **SECOND** by Mr. Hassinger, to release the final security on Oakmont Farms Subdivision. **MOTION** carried unanimously 5 to 0.

**DISCUSSION ITEM 3A: LETTER FROM MATT PEARSON, GRAFTON WATER DISTRICT – FOLLETTE SOLAR SITE**

Mr. Laydon showed current images of the arborvitaes which were meant to offer screening at the site. Due to the inadequate installation methods, many of the trees have dried up and no longer offer adequate screening. Woodchips were put down by the abutters in order to keep the weeds down and improve the visual aesthetics at the property boarder. Mr. Laydon added that both the owner and the abutters would like to see a fence replace what is currently in place. Both parties have agreed to a specific fence which they believe would better suit the needs of screening for the site, with comparable cost to replacing the trees. Mr. Hassinger would like to get a letter submitted by the abutters stating their preference for the new fence. With that, the Board noted that they would be in favor of the fencing installation.

**4: STAFF REPORT**

Mr. Laydon and the Conservation Agent will be looking for an intern for next summer with GIS experience to map the town owned trails and incorporate the field data for town-owned land, municipal land and open space. Maria Mast, the Conservation Agent is working to decipher what is Town-Owned Land, open space and areas where storm water infrastructure is present. The position

would be paid fully by the Planning Department and Conservation will budget to purchase mapping equipment needed. The position will run from May to August of 2016.  
Mr. Laydon notified the Board that he would like to plan a workshop date to further discuss ongoing work items. The Board also discussed the topic of Grafton Science Park and the potential for marketing of the Grafton Science Park.

## **5: BILLS**

The bills were circulated and signed.

## **6A: MINUTES OF PREVIOUS MEETINGS: OPEN SESSION MINUTES OF SEPTEMBER 28, 2015**

**MOTION** by Mr. Hassinger, **SECOND** by Mr. Robbins, to accept the minutes from the September 28, 2015 Planning Board Meeting. **MOTION** carried unanimously 5 to 0.

## **6B: MINUTES OF PREVIOUS MEETINGS: OPEN SESSION MINUTES OF OCTOBER 15, 2015**

**MOTION** by Mr. Hassinger, **SECOND** by Mr. Robbins to accept the minutes from the October 15, 2015 Planning Board Meeting with discussed edits. **MOTION** carried unanimously 5 to 0.

## **7. CORRESPONDENCE**

Mr. Laydon informed the Board of the letter received by Tashjian Simsarian concerning a non-buildable lot being offered to the town as a gift. Mr. Laydon will bring this forward as an action item at a later date and brought forward to the Board of Selectmen for determination.

Graves Engineering was present at the Troiano Trucking site when test pits were dug and Site Report has been distributed to the Board.

The Planning Department received an Environmental Notification Form Submitted by National Grid. The Board determined this project was mainly intended to move a wire to improve structural support.

A letter was received from Brian Bowen of Borrego Solar stating his client's intent to move forward with the solar project, as approved.

## **8. REPORTS FROM PLANNING BOARD REPRESENTATIVES ON TOWN COMMITTEES AND CMRPC**

An update on CMRPC was given by Mr. Laydon and Mr. Hassinger.

## **9. ONGOING ITEMS**

No ongoing items at this time.

## **ITEM 9: ANY OTHER ITEMS WHICH MAY LAWFULLY COME BEFORE THE BOARD**

No items at this time.

### ADJOURNMENT

**MOTION** By Mr. Robbins, **SECOND** by Mrs. Hassinger, to adjourn the meeting. **MOTION** carried unanimously 5 to 0.

The meeting was adjourned at 9:24 p.m.

---

Robert Hassinger, Clerk

### EXHIBITS

- Planning Department Memo; Written by Joe Laydon; Staff Comments for October 26<sup>th</sup> Planning Board Meeting; dated October 23, 2015; 2 pages.
- Agenda Item 2A: Draft Decision – Homefield Credit Union: Sign Relief; dated October 22, 2015; 10 pages.
- Agenda Item 2B: Release of Final Security – “Brigham Hill” Subdivision; Memo from the Office of the Town Administrator; re: Road Acceptance: Brigham Hill Estates Subdivision; dated October 7, 2015; 1 page.
- Agenda Item 2B: Release of Final Security – “Brigham Hill” Subdivision; Correspondence from Scott Miccile of Toll Brothers; re: Request for Bond Release, Bond #39BSBFU0745, Brigham Hill Estates/North Grafton Preserve Subdivision; dated October 20, 2015; 1 page.
- Agenda Item 10B: Major Residential Special Permit (MRSP 2014-10) – “Village at Institute Road” Subdivision:
  - Revised Proposed Right of Way & Easement Plan of Institute Road; prepared by Guerrier & Halnon, Inc.; dated September 8, 2015; received September 14, 2015; color; 8 ½” X 11”; 2 pages.
  - Departmental Comments; submitted by Conservation Commission; re: Village at Institute Road, 100 Westboro Road; dated October 22, 2015; received October 23, 2015; 1 page.
  - Email Correspondence; Re: Memo to PB from Concom re: Institute Road; dated October 23, 2015; received October 23, 2015; 2 pages.
- Agenda Item 10B: Reopening of Hearting for Definitive Plan Approval (2015-5) – “Gristmill Village” Subdivision; Email Correspondence; fw: Need for extension of time to file decision; dated October 26, 2015; received October 26, 2015; 2 pages.
- Agenda Item 2D: Lot Release: “Highfields of Grafton” Subdivision Lot Release Status and Request October 26, 2015; no received date; color; 8 ½” X 11”; 1 page.
- Agenda Item 2D: Lot Release: “Highfields of Grafton” Subdivision; includes the following:



- Correspondence Letter; re: Lot Release, Highfields; written by Joseph M. Antonellis, of Mayer, Antonellis, Jackowicz & Haranas, LLP; dated October 22, 2015; received October 22, 2015; 1 page.
- Correspondence; Provision of Surety; written by Joseph M. Antonellis, of Mayer, Antonellis, Jackowicz & Haranas, LLP; dated October 26, 2015; received October 22, 2015; 2 page.
- Correspondence; Provision of Surety; written by Joseph M. Antonellis, of Mayer, Antonellis, Jackowicz & Haranas, LLP; dated September 28, 2015; dated by Worcester Registry of Deeds on October 22, 2015; received October 22, 2015; 2 page.
- Form G Covenant for “Modified Plan” Highfields of Grafton; written by Joseph M. Antonellis, of Mayer, Antonellis, Jackowicz & Haranas, LLP; no date; dated by Worcester Registry of Deeds on October 22, 2015; received on October 22, 2015; 3 pages.
- Correspondence Letter addressed to Don Booth of Magill Associates, Inc.; Re: Decrease Rider Subdivision Bond Highfields of Grafton; written by Laurie A. Penniman of Marsh & McLennan Agency; dated October 22, 2015; received on October 22, 2015; 4 pages.
- Agenda Item 10A: Special Permit and Site Plan Approval for Solar Facility (2015-13) – 207 Providence Road – CEC Solar #1056 LLC; includes the following:
  - Correspondence from Graves Engineering, Inc.; Subject: Proposed Site Development, CEC Solar #1056 LLC, Special Permit and Site Plan Review; submitted by Jeffrey Walsh; dated October 21, 2015; received October 21, 2015; 7 pages.
  - Correspondence from Graves Engineering, Inc.; Site Visit Report; prepared by Jeffrey Walsh; dated October 15, 2015; received October 21, 2015; 4 pages.
  - Correspondence from Clean Energy Collective; re: Community Solar Project – 207 Providence Rd.; submitted by Greg Carey, Community Solar Management; dated October 22, 2015; received October 26, 2015; 1 page.
  - Correspondence from Field Engineering, Co., Inc.; re: Grafton, Proposed Site Development, CEC Solar #1056 LLC, 2017 Providence Road Special Permit and Site Plan Review, Response to Comment Second Graves Engineering Letter; submitted by Richard R. Riccio III, P.E.; dated October 23, 2015; received October 23, 2015; 3 pages.
  - Site Drawings; Proposed Site Development, CEC Solar #1056 LLC; dated October 22, 2015; received October 23, 2015; 13 pages; includes the following:
    - 1 of 13 : Title Sheet
    - N-1.....Notes & Legend
    - EC-1.....Existing Conditions
    - SL-1.....Site Layout
    - SGD-1.....Solar Array Grading & Drainage
    - PP-1 & PP-2....Access Road Plan and Profiles
    - EROS-1.....Erosion Control
    - LAND-1.....Landscape Plan
    - VS-1 – VS-3....View Studies
    - DET-1.....Site Details
  - Correspondence from Graves Engineering, Inc.; Subject: Proposed Site Development, CEC Solar #1056 LLC, Special Permit and Site Plan Review; submitted by Jeffrey Walsh; dated October 26, 2015; received October 26, 2015; 7 pages.

- Agenda Item 10C: Modification of a Definitive Plan (SP 2005-2.3) – “Brookmeadow Village” Subdivision – Brookmeadow Village, LLC; includes the following:
  - Application Packet; received September 29, 2015; includes the following:
    - Application for Approval of Modified Definitive Plan; dated September 25, 2015; 2 pages.
    - Letter from Normand T. Gamache Jr., P.L.S., of Guerrier & Halnon, Inc.; re: Brookmeadow Village Residential Subdivision Application for Approval of Modified Definitive Plan; dated September 28, 2015; 2 pages.
    - Letter from Rose M. Buckley, Rockland Trust; Re: Extension of the “Definitive Plan” For Brookmeadow Village Subdivision; dated September 28, 2015; 1 page.
    - Attachment “B”; Bond Analysis; no date; 1 page
    - Brookmeadow Village Project Status; submitted by Guerriere & Halnon, Inc.; Dated September 25, 2015; 1 page.
    - Certificate of Good Standing; dated September 15, 2015; 1 page.
  - Request for Abutters List; dated September 15, 2015; received September 29, 2015; 1 page.
  - Abutters List; dated September 17, 2015; received September 29, 2015; 3 pages.
  - Departmental Comment Form; submitted by Town Water and Sewer Department; dated October 9, 2015; received on October 9, 2015; 1 page.
  - Departmental Comment Form; submitted by Police Department; dated October 9, 2015; received on October 9, 2015; 1 page.
  - Site Visit Report; prepared by Bryan LaRochelle of Graves Engineering, Inc.; dated October 6, 2015; received October 13, 2015; 3 pages.
  - Departmental Comment Form; submitted by Zoning Board of Appeals; dated October 15, 2015; received October 15, 2015; 1 page.
- Agenda Item 2C: Release of Final Security – “Oakmont Farms” Subdivision: Correspondence from Town Administrator; Re: Oakmont Farms; dated October 20, 2015; received October 21, 2015; 1 page.
- Agenda Item 2C: Release of Final Security – “Oakmont Farms” Subdivision: Correspondence from Town Administrator; Re: Road Acceptance: Oakmont Farms Subdivision; dated October 7, 2015; received October 7, 2015; 1 page.
- Agenda Item 3A: Letter from Matt Pearson, Grafton Water District – Follette Soar Site; Re: Follette Street Solar Shrub Screening; dated October 16, 2015; received October 16, 2015; 1 page.
- Agenda Item 6A: Open Session Minutes of September 28, 2015; dated October 15, 2015; no received date; 5 pages.
- Agenda Item 6B: Open Session Minutes of October 15, 2015; no received date; 2 pages.
- Agenda Item 7A: Letter from James E. Tashjian of Tashjian Simsarian, LLP; dated October 7, 2015; received October 7, 2015; 6 pages.
- Agenda Item 7B: Site Visit Report from Graves Engineering Inc., Project: Trioano Trucking, Creeper Hill Rd.; dated October 1, 2015; received October 9, 2015; 2 pages.
- Agenda Item 7C: Environmental Notification Form; Submitted by VHB, Worcester Massachusetts; dated October 14, 2015; received October 19, 2015; color; 14 pages.
- Agenda Item 7D: Letter of Intent to Proceed from Brian K. Bowen of Winokur, Serkey & Rosenberg, PC – Borrego Solar – 79 Old Upton Road; dated October 1, 2015; received October 20, 2015; 1 page.